



*Welcome*

**STREET TRANSPORTATION DEPARTMENT  
ARPA LOCAL DRAINAGE MITIGATION PACKAGE 1  
DESIGN-BID-BUILD**

**Meeting will start at 1:05 p.m.**

Please **MUTE** your microphone  
and Turn **OFF** your camera



**CITY OF PHOENIX  
REQUEST FOR BIDS  
STREET TRANSPORTATION DEPARTMENT**

***Pre-Bid  
Meeting***

**ARPA LOCAL DRAINAGE MITIGATION  
PACKAGE 1  
DESIGN-BID-BUILD**

**PROJECT NO.: ST83140119, ST83140121,  
ST83140122, ST83140123**

**PROCUREPHX PRODUCT CATEGORY  
CODE: 912000000**

**RFX NUMBER: 6000001564**

**MAY 9, 2024**



# **WELCOME AND INTRODUCTIONS**

## City of Phoenix Representatives

Annette Perez, Contracts Specialist II  
*Point of Contact for Submittals and Bid Questions*  
Office of the City Engineer, Design and Construction Procurement  
[annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov)  
(602) 273-3488

Ryan Bentz, Project Manager  
Street Transportation Department

Martha A. Perches, Contract Compliance Equal Opportunity Program Assistant  
*Point of Contact for DBE Requirements*  
Equal Opportunity Department  
[martha.perches@phoenix.gov](mailto:martha.perches@phoenix.gov)  
(602) 495-0887



# AGENDA

Mute your microphone and turn  
off camera

Questions are welcome after  
each presentation

Unmute, Identify yourself, and  
Ask Question

OR

Enter question/s into the Chat  
Box and Identify yourself

- Meeting Overview
- Scope of Work and Project Location
- EOD DBE Requirements
- Submittal Requirements
- Grounds for Disqualification
- DCP Procurement Webpages
- City of Phoenix Solicitation Webpages
- ProcurePHX for RFX
- Vendor Registration
- Questions After Today





# Meeting Overview

To be added to the Attendance Sheet, please sign your Name, Firm Name, Phone Number, and E-mail address on the Attendance Sheet or send an email by 5:00 PM today to [annette.perez@phenix.gov](mailto:annette.perez@phenix.gov) , subject line RFX 6000001564

The Attendance Sheet, PowerPoint and Addendums will be posted on City of Phoenix's ProcurePHX system at: (RFX 6000001564)

<https://eprocurement.phoenix.gov/irj/portal>

AND posted on City of Phoenix's Procurement website:

<https://solicitations.phoenix.gov>

*It is your responsibility as an IFB holder to determine, prior to submittal, if any addendums have been issued and to acknowledge on the bid submittal.*

*This is your ONLY opportunity to discuss this solicitation with City staff.*



***STREET TRANSPORTATION***  
***Project Manager***

**RYAN BENTZ, CEII**  
**Project Manager**



# *PROJECT DESCRIPTION AND BACKGROUND*

The American Rescue Plan Act (ARPA) provides an opportunity to invest federal funding and leverage additional funding from the Flood Control District of Maricopa County

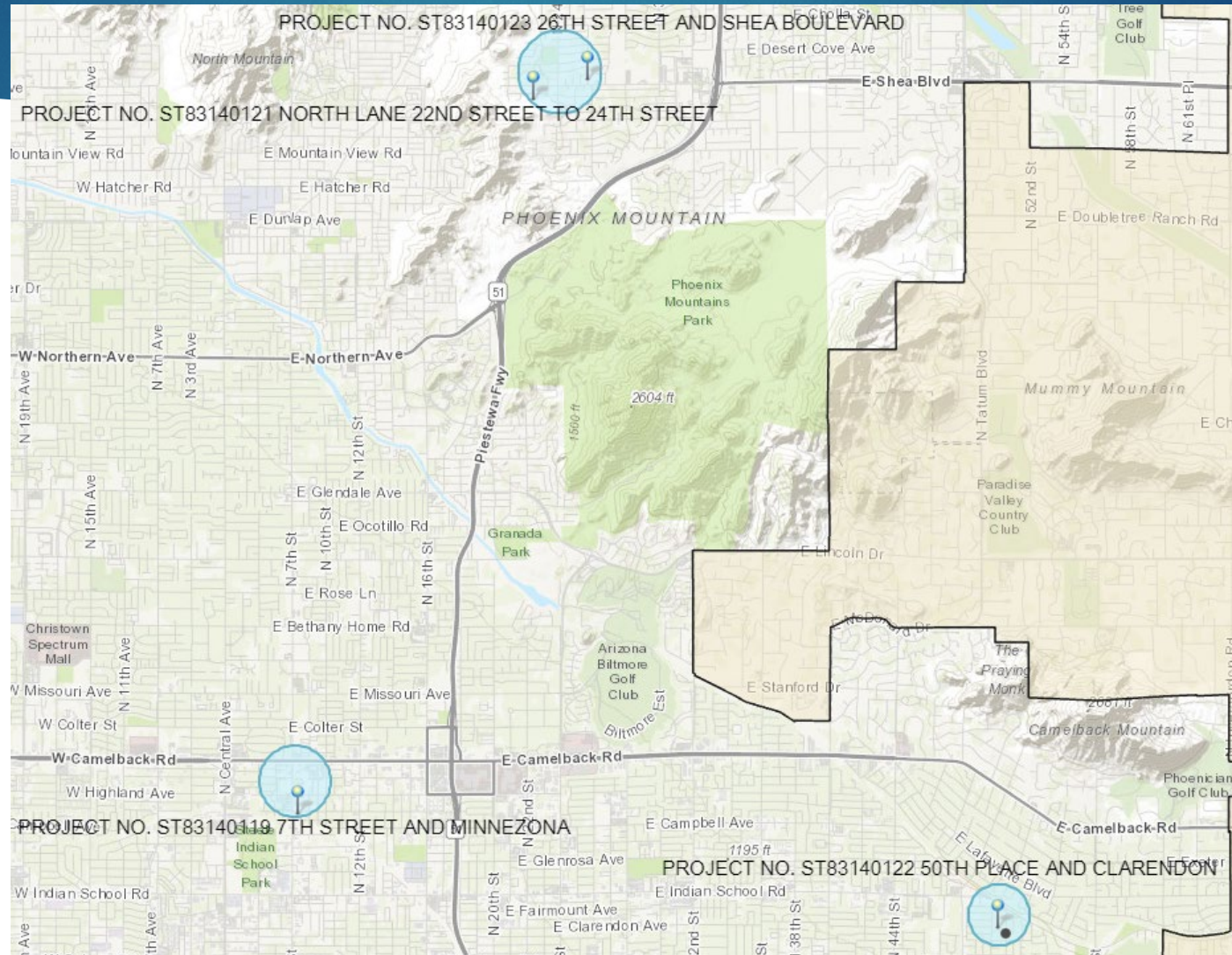
Focus is on the first category of local drainage mitigation projects that are identified from storm-related flood complaints by Phoenix residents that have been investigated and verified by the City.

Selected sites were chosen based on feasibility of construction, ARPA requirements and recommendations, Justice 40 Initiatives, and other ranking criteria.





# PROJECT LOCATION







# SCOPE OF WORK

## PROJECT NO. ST83140119 7TH STREET & MINNEZONA



- Installation of storm drain pipe, catch basins, manholes, and inlet structures.



- Waterline replacement and connection.



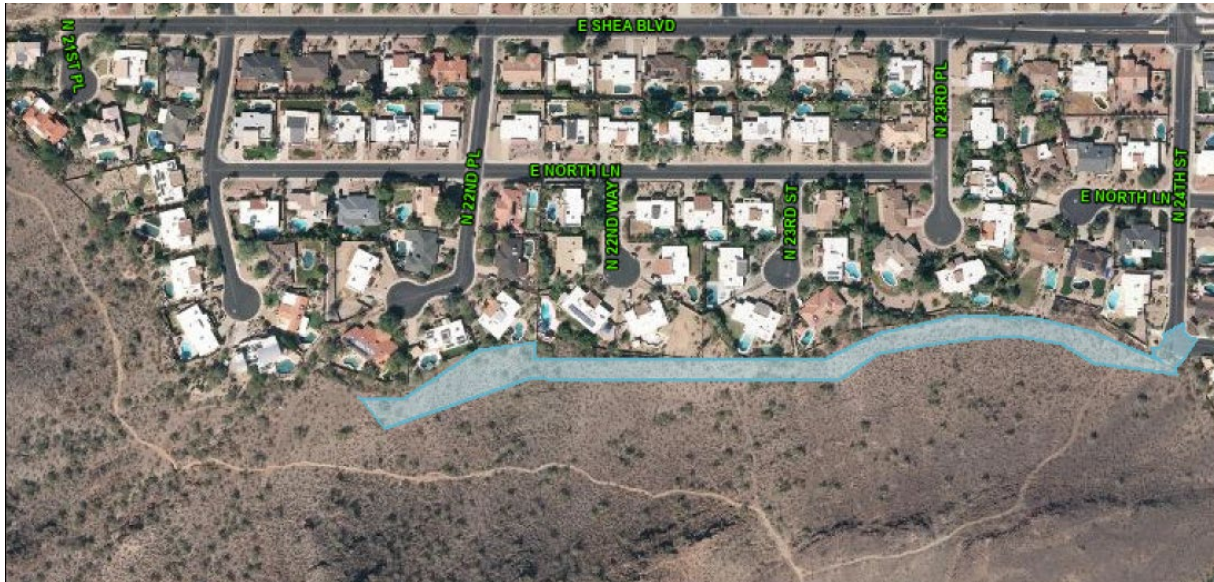
- Installation, removal and replacement of asphalt-concrete pavement, microseal, pavement markings, valley gutters, driveway entrances, sidewalk, curb and gutter, and ADA curb ramps.



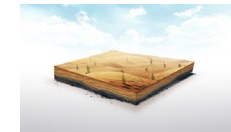


# SCOPE OF WORK

## PROJECT NO. ST83140121 NORTH LANE 22ND STREET TO 24TH STREET



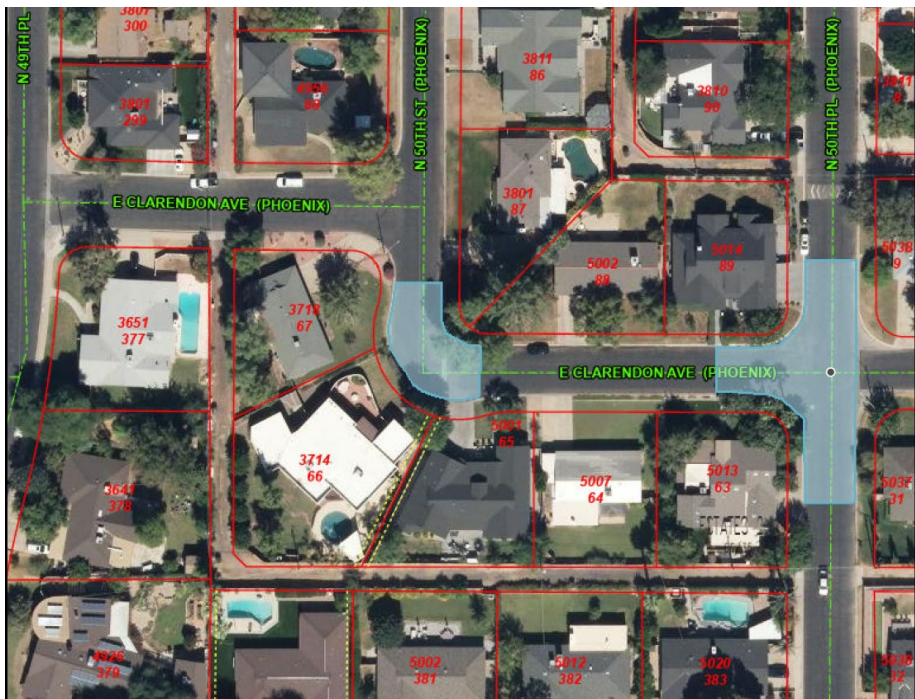
- Installation of two earthen channels, angular dumped rip rap, storm drain pipe, catch basins, concrete headwall, and a scupper.
- Landscape plant material salvage and restoration
- Preservation of the desert microbial crust.





# SCOPE OF WORK

## PROJECT NO. ST83140122 50TH PLACE & CLARENDON



- Installation of a trench drain and grated metal inlet structure.



- Adjustment to a water valve.



- Subgrade preparation, slurry seal coat, the installation, removal and replacement of asphalt-concrete pavement, and valley gutter.





# SCOPE OF WORK

## PROJECT NO. ST83140123 26TH STREET & SHEA BOULEVARD



- Installation of storm drain pipe, catch basins, manholes, and inlet structures.
- Waterline replacement, realignment, and connection.
- Subgrade preparation, slurry seal coat, the installation, removal and replacement of asphalt concrete pavement, valley gutters, sidewalk, and curb and gutter.





Any Questions?



***EQUAL OPPORTUNITY DEPARTMENT  
ADOT-DBE REQUIREMENTS***

Martha A. Perches  
Contract Compliance  
Equal Opportunity Program Assistant

# *DBE Program*

- ❑ The City of Phoenix strives to advance the economic growth of small businesses through its **Disadvantaged Business Enterprise (DBE) Program**.
- ❑ The City receives **Federal Highway Administration (FHWA)** funding through the Arizona Department of Transportation (ADOT).







# *DBE Program*

In partnership with ADOT's **Business Engagement and Compliance Office (BECO)**, City of Phoenix is responsible for ensuring contractors and consultants achieve full compliance with all applicable federal regulations related to the Disadvantaged Business Enterprise (DBE) Program:

- Solicitation
- Bid Verification
- Subcontractors Approval
- Compliance Monitoring
- Sanctions and Penalties



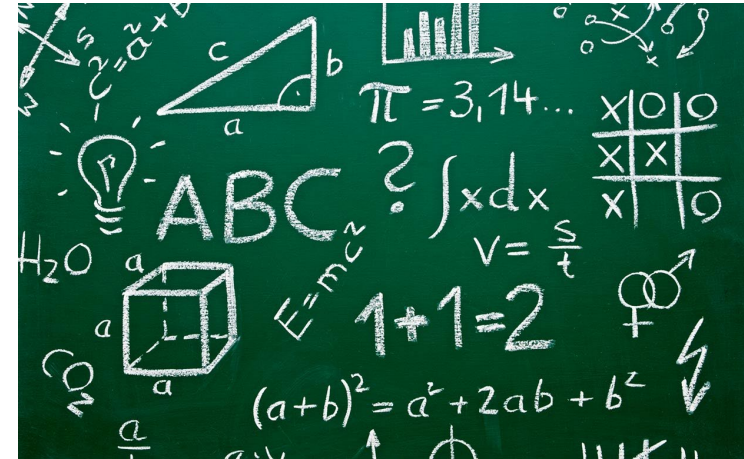




# DBE Program

**Required DBE Goal: NA**

At time of Bid:  $\frac{\text{Proposed \$ to DBEs}}{\text{Total Bid}}$



At time of Completion:  $\frac{\text{Total Countable \$ Paid to DBEs}}{\text{Total Payment on Contract}}$

**NOTE: Propose what you can minimally guarantee!**



# DBE Program

Eligible DBEs can be found at:

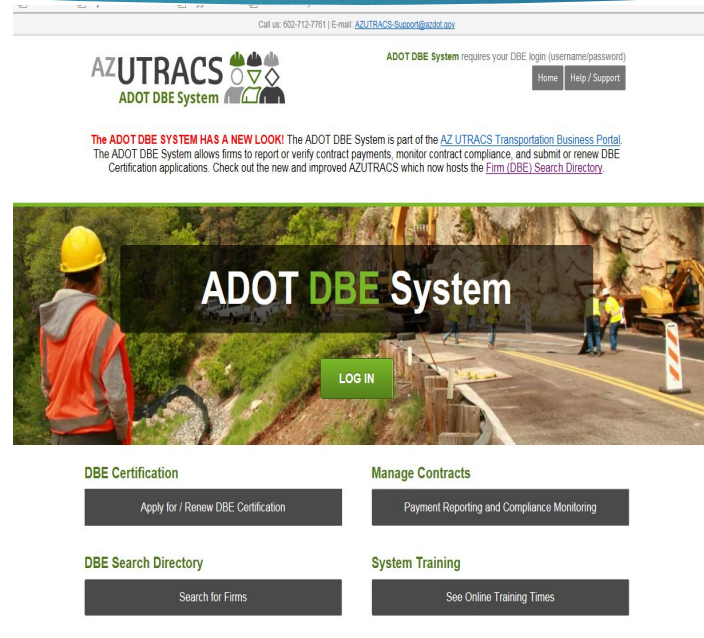
[www.adot.dbesystem.com](http://www.adot.dbesystem.com)

To participate in this opportunity as a Prime Contractor, you MUST be registered in

AZ UTRACS at

<https://utracs.azdot.gov>

**All** proposed DBE Subcontractors must also be listed in AZ UTRACS and certified in specified scopes of work to be considered in calculating DBE participation.





# *DBE Program*

## **Bid Submittal Requirements**

*(DUE AT TIME OF SUBMITTAL)*

### **FORM EO2**

Submit in a separate sealed envelope  
Failure to submit = **Non-Responsive**







# DBE Program

## Post-Bid Submittal Requirements

*(DUE within 3 Calendar Days After Bid Opening Date)*

**FORM EO3**



Submit in a separate sealed envelope  
Failure to submit = **Non-Responsive**





# *Equal Opportunity Department*

For more information, please contact:



**Email:**

**[martha.perches@phoenix.gov](mailto:martha.perches@phoenix.gov)**

**602-495-0887**



# ***BIDDERS SHOULD REVIEW***

## Information for Bidders (IFB) Section

### **Questions**

All questions regarding plans and specifications must be received by the CS, via email, minimum 7 calendar days prior to bid opening (**By May 22, 2024**)

### **Bid Submittal Checklist**

**Items due at time of bid submittal**

### **Post-Bid Submittal Checklist (the three lowest bidders)**

**Items due within 3 calendar days after bid opening by 4:00 p.m.**

Submit to DCP Drop Box (Lobby of City Hall) OR

E-mail to: **[annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov)**



# SUBMITTAL REQUIREMENTS

## Bid Submittal Checklist – Items Due at time of Bid Submittal

- ❖ Acknowledge all Addenda P-1
- ❖ Completed Bid Proposal P-1 to P-6 & P.S.-1
- ❖ Included your Bid Bond or Guarantee Cashier's Check (S.B.-1)
- ❖ Completed Certification with Regard to Equal Opportunity Clause for Contractor and Subcontractors (E.O.C.-1)
- ❖ Completed Documentation of DBE Small Business Outreach Efforts (Form EO2)
- ❖ Completed List of Major Subcontractors & Suppliers (L.O.S.-1)
- ❖ Buy American Certificate (B.A.C.-1)
- ❖ Non-Collusion Affidavit (N.C.A.-1)
- ❖ Certification of Non-Segregated Facilities (N.S.F.-1)

**Submit in a separate sealed envelope:**  
**Bid Bond – S.B.-1 (rated A- or better)**  
**Failure to submit = Non-Responsive**





# POST-BID SUBMITTAL CHECKLIST

THE THREE LOWEST BIDDERS MUST PROVIDE WITHIN  
THREE (3) CALENDAR DAYS AFTER BID OPENING DATE BY 4:00 P.M.

- ✓ DBE Form EO3
- ✓ List of All Subcontractors and Suppliers Form (L.O.S.-2)
- ✓ Bidders Disclosure Statement (B.D.S.-1 to 4)
- ✓ Affidavit of Identity (if a sole proprietor) (A.O.I.-1)

**Failure to submit = Non-Responsive**

## Contract Execution:

- ✓ Contractor must provide proof of license required to perform the work
- ✓ Verification of Experience Modification Rate (EMR)



## ***Grounds for Disqualification***

Receipt of Bid after the specified cut-off date and time

Deposit of Bid in the wrong location

Violating the “Contact with City Employees” policy



# SEALED BIDS DUE DATE

- ▶ Bids Will Be Due:

**WEDNESDAY, MAY 29, 2024 at 2:00 P.M.**

- ▶ Submitted into the Design and Construction Procurement bid box located on the 1st Floor lobby:

Phoenix City Hall Building  
200 W. Washington Street  
Phoenix, Arizona, 85003







# DCP Procurement Webpages

► <https://www.phoenix.gov/streets/procurement-opportunities/>

- ❖ Invitation for Bids (IFB) = Specs / Plans / Addenda
- ❖ Pre-Bid Power Point Presentation & Sign-In Sheet
- ❖ Preliminary Bid Results
- ❖ Final Results & Bid Tabulation

Solicitations Website

Procurement Newsletter

Submitter's Handbook

The screenshot shows the City of Phoenix website interface. At the top, there is the City of Phoenix logo and navigation links for 'Convention Center Public Meetings' and a 'menu' icon. A search bar is present with the text 'Search...'. Below the search bar is a horizontal menu with links: 'PHX At Your Service', 'PHX Pay Online', 'Map It', 'Find Public Records', 'PHXTV', and 'Translate'. The breadcrumb trail reads 'City of Phoenix > Street Transportation > Procurement Opportunities'. The main heading is 'Consulting & Construction For Capital Improvement Programs'. The introductory text states: 'Design and Construction Procurement coordinates the contracting process for capital improvement projects using Design-Bid-Build, Job Order Contracting, Design-Build, and Construction Manager at Risk project delivery methods. The section handles all aspects relating to the contracting process from advertisement through contract award and execution under A.R.S. Title 34 and the direction of the City Engineer.' A notice follows: '\*EFFECTIVE MONDAY, MARCH 11, 2019 ALL DESIGN AND CONSTRUCTION PROCUREMENT WEB PAGE LINKS NOW DIRECT TO THE MAIN CITY OF PHOENIX SOLICITATIONS PAGE.' Three sections are listed: 'Current Opportunities' (Request for Qualifications, project plans, and specifications for projects that are currently available, as well as project amendments, notifications, plan holders list, pre-bid or pre-submittal sign-in sheets and PowerPoint presentations), 'Project Interviews' (Firms recently short-listed to participate in interviews for professional services and construction opportunities, as well as firms short-listed for 2-Step procurement processes), and 'Bid Results and Project Selections' (Preliminary and final bid results are for Design-Bid-Build procurement opportunities. Preliminary bid results do not reflect the responsiveness or responsibility of any received bids. Project Selections identify firms to be awarded professional services and construction opportunities with the City). A 'Subscribe to Procurement Newsletter' section invites users to register for a free weekly newsletter. A notice states: 'In an effort to decrease paper costs, Design and Construction Procurement will place all construction plans, specifications, and addendum/notification on the City of Phoenix website for downloading. Interested parties can download the information and print at their own offices or copy the information to a disk and take to any reprographics company of their choice.' Under 'Other Useful Resources', there are links for 'Protest Policy', 'Submit Protest to City Clerk', 'Submitter's Handbook', 'Public Records Request', and 'SBE/DBE Directory'.



# *DCP Procurement WEBPAGES*

**[HTTPS://WWW.PHOENIX.GOV/STREETS/PROCUREMENTOPPORTUNITIES](https://www.phoenix.gov/streets/procurementopportunities)**

▶ **Current Opportunities:**

▶ *Project-specific RFQs, Addendas, Sign-in Sheets, Presentations*

<https://solicitations.phoenix.gov>

▶ **Project Interviews, Bid Results, and Project Selections:**

<https://solicitations.phoenix.gov/awards>

▶ **The ProcurePHX online portal will be used for Solicitations only**

<https://eprocurement.phoenix.gov/irj/portal>



# City of Phoenix Solicitations Website



- 1. Project-specific IFBs, Addendas, Sign-in Sheets, PowerPoint Presentations**
- 2. Link to “Tabulations, Awards and Recommendations” web page**

<https://solicitations.phoenix.gov>

**City of Phoenix** Solicitations Tabulations, Awards, and Recommendations

## Solicitations

The City of Phoenix is committed to the principles of open competition and fairness for the procurement of goods and services. Working with customers, the City strives to ensure that our community receives the best value for the tax dollars that are expended.

The following is a list of all formal solicitations estimated to cost \$100,000 or more available for open competition. The list is inclusive of all formal solicitations issued by all City Departments for goods and services and for A.R.S Title 34 professional and construction services through the Office of the City Engineer. Please read the solicitation for submission instructions and requirements.

For information about the results of recent solicitations, [visit the Tabulations, Awards, and Recommendations web page](#).

*Search and Filter Options:*

Search for Solicitation by:

Number  Title  Department  NIGP Code

Solicitation number "contains" searched term

Search Clear

Limit to NIGP...

All

Clear





***Vendor Registration***  
**[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)**  
**602.262.1819**



**procure**PHX

Have you  
signed up?



# Vendor Registration

- ▶ **All Firms MUST** be registered in the Vendor Management System PRIOR TO SUBMITTING A BID
- ▶ Information on how to register with the City is available at:  
<https://www.phoenix.gov/finance/vendorsreg>
- ▶ **New Firms** – After Registering, the City will send an e-mail with a vendor number in approx. 2 days
- ▶ If your firm is already registered with the City of Phoenix's ProcurePHX system, login and access the electronic solicitation at:  
<https://eprocurement.phoenix.gov/irj/portal>
- ▶ Product Category Code is: 912000000
- ▶ RFx Number is: 6000001564
- ▶ The VENDOR NUMBER is to be included in the Bid Proposal Sheet.

## REGISTRATION HELP



Call Help Desk  
(602) 262-1819

Email Help Desk  
[vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov)



# procurePHX

Have you  
signed up?

## BECOME A VENDOR



1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System
4. **Set-Up** ID & Password

Steps to  
Success!

To do business with the city you must register in **procurePHX**. To register, you must have a signed, scanned copy of your W-9. **Need Help?** Email [vendor.support@phoenix.gov](mailto:vendor.support@phoenix.gov) or call (602) 262-1819.

Instructions



Registration



ProcurePHX Login





**QUESTIONS  
AFTER TODAY?**

***Stay for  
ProcurePHX  
Overview  
otherwise,***

**THANK YOU FOR  
ATTENDING!!!**

Email all questions to:  
[annette.perez@phoenix.gov](mailto:annette.perez@phoenix.gov)

Reference RFx Number: **6000001564**  
in your email subject line

Or call Annette Perez at:  
(602) 273-3488





# *ProcurePHX and RFx Overview*

*Vendor  
Registration*

*Login*

*Viewing  
Solicitations*

*Subscribe to  
Notifications*

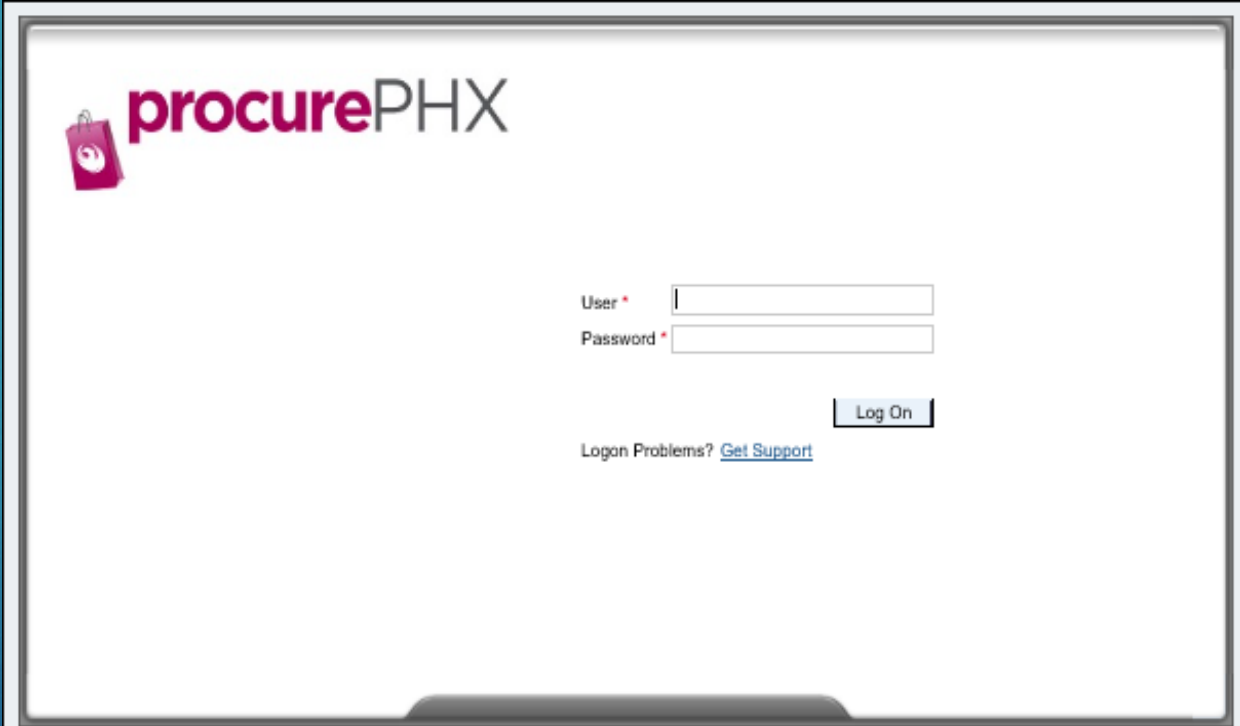


# Login to ProcurePHX

IF YOUR FIRM IS ALREADY REGISTERED WITH THE CITY OF PHOENIX'S PROCUREPHX SYSTEM, VISIT [HTTPS://EPROCUREMENT.PHOENIX.GOV/IRJ/PORTAL](https://eprocurement.phoenix.gov/irj/portal) TO LOGIN AND ACCESS THE ELECTRONIC SOLICITATION

*Product Category Code is: 912000000  
RFx (Event) Number is: 6000001564*

*Note: The **VENDOR NUMBER** is to be included on the cover of the Bid Proposal*

A screenshot of the ProcurePHX login interface. The page features the 'procurePHX' logo in the top left corner, with a small shopping bag icon. Below the logo, there are two input fields: 'User \*' and 'Password \*'. To the right of the 'Password \*' field is a 'Log On' button. At the bottom left of the login area, there is a link that says 'Logon Problems? [Get Support](#)'.



## *RFx Tips*

- Click “**Refresh**” often
- Make sure your Pop-Up blocker is turned **OFF**
- Application is accessible with **MS Edge (NOT Internet Explorer)**
- When in the application, check for Notifications and other uploads by scrolling to the far right until you see a vertical ribbon. Then scroll down on the ribbon.
- When finished, always click “**Close**” on current screen, then click “**Log Out**” on upper right corner, following you can click the “**X**” in the upper right corner of the internet application.





# RFx Home screen - Login

Once you are logged in to ProcurePHX portal:

<https://eprocurement.phoenix.gov/irj/portal>

Select RFx and Auctions tab on the Ribbon

*You will be taken to the RFx Overview (Event) Page*

The screenshot shows the SAP ProcurePHX portal interface. At the top left is the SAP logo. Below it is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. The main ribbon contains four tabs: 'RFx and Auctions' (highlighted with a red box), 'Administration', 'Messages', and an empty tab. Below the ribbon are four buttons: 'Home', 'Create Users', 'Own Data', and 'Company Data'. The breadcrumb trail shows 'Administration > Home'. The main content area displays a message: 'Thank you for your interest in becoming a vendor in the... As a Vendor Administrator for your company you have...'



# FINDING SOLICITATIONS

Click **Refresh** Button on the RFX Overview (Event) Page to see the most current information.

Find the solicitation you'd like to view from the list, by RFX (Event) Number.

For this solicitation, your RFX (Event) Number is:  
**6000001564**

RFX and Auctions Administration Messages

Overview

RFX and Auctions > Overview > RFX and Auctions

**Active Queries**

eRFxs **All (7)** [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

**eRFxs - All**

Show Quick Criteria Maintenance

View: [Standard View] Create Response | Display Event | Display Response | Print Preview **Refresh** Ex

Event Number	Event Description	Event Type	Event Sta
<a href="#">6000000583</a>	PHX-19-R-ZCIP-63-000004-001	RFX for CIP	Published



# View selected solicitation

RFx and Auctions Administration Messages

Overview

RFx and Auctions > Overview > RFx and Auctions

**Active Queries**

eRFxs [All \(7\)](#) [Published \(1\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

**eRFxs - All**

Show Quick Criteria Maintenance

View: [Standard View] | Create Response **Display Event** Display Re

Event Number	Event Description
6000000583	PHX-19-R-ZCIP-63-000004-001
6000000578	PHX-19-R-ZCIP-84-000001

1. Click the gray box next to the RFx (Event) Number you'd like to view. Then,

2. Click **Display Event**

This will open a new window to view the selected RFx

*If you don't see the new window, check your **POP-UP BLOCKER**.*






# Would you like updates on this solicitation?



## Display RFX :

Print Preview |  | Close Participate Do Not Participate Tentative Create Response

Rfx Number 6000000583 Smart Number PHX-19-R-ZCIP-63-000004-001 RFX Statu  
Rfx Version Type Active Version



RFX Information

Items

Notes and Attachments

Rfx Parameters | Questions | Notes and Attachments | Table Extensions

Time Zone: MSTNO

\* Start Date: 07/11/2018 13:30:00

\* Submission Deadline: 07/11/2018 14:00:00

Opening Date: 07/11/2018 14:00:00

Currency: USD

\* Title: SOILS AND MATERIALS TESTING ON-CALL SERVICES CALENDAR \

Update your **Participation Status** accordingly

1. Click Participate. *This will ensure you to get email notifications regarding your RFX Event, i.e. Addendas, New Attachments.*
2. Review **RFX Information** Tab for Start/Due dates/ Title of Solicitation

# QUESTIONS

